

4 FAM 440

EXCEPTIONS IN THE VOUCHERING OF SPECIAL ITEMS

(TL:FIN-358; 07-31-02)

4 FAM 441 GENERAL

(TL:FIN-352; 5-30-95)

Subchapter 4 FAM 440 contains the Department's policy on vouchering special items. The policy allows for differences between the vouchering of special items and ordinary items. Differences in vouchering may be either in the mode of processing or certification or both. The policies contained in this subchapter must be used in addition to the policies contained in subchapters 4 FAM 410, 4 FAM 420, 4 FAM 430, and 4 FAM 450.

4 FAM 442 ADVANCE PAYMENTS OTHER THAN TRAVEL

(TL:FIN-352; 5-30-95)

Advance payments to contractors or vendors refer to payment made in contemplation of future performance of a service, receipt of goods, incurring of an expenditure, or for other assets except payments for travel related services (TFM 2-41000-4). The Department makes advance payments to contractors or vendors in anticipation of and for the purpose of facilitating performance.

4 FAM 443 ALLOWANCES

(TL:FIN-352; 5-30-95)

Allowances refer to money or equivalent value, furnished or made available, in addition to prescribed rates of pay, to cover such items as quarters, subsistence, clothing, or travel. These allowances are applicable to posts only and not to domestic operations. See 4 FAM 460 for other types of allowances such as transfer allowances.

4 FAM 444 CAPITOL EXPENDITURE, U.S. GOVERNMENT DEPOSITS

(TL:FIN-352; 5-30-95)

a. The vouchering of capital expenditures is defined as the cost of capital property (see 6 FAM for definition of capital property/assets). The general services staff of the bureau or post shall decide if an expense is of a capital nature.

b. A deposit may be made to ensure the return of meters, equipment, containers, and other nonexpendable items which are loaned, rented, or leased by the U.S. Government. Deposits may be made for gas and electric meters, telephone equipment and so on. Do not make a deposit when such deposit is an advance payment (see 4 FAM 442 for policy on advance payments). See 4 FAH-3 H-444.2 for the vouchering procedures.

4 FAM 445 MEDICAL EXPENSES FOR AMERICAN EMPLOYEES AND ELIGIBLE DEPENDENTS

4 FAM 445.1 Authority and Applicability

(TL:FIN-352; 5-30-95)

The regulations and procedures prescribed herein are based on and subject to the Department of State Medical and Health Programs regulations prescribed in 3 FAM 1900. The medical regulations are applicable to eligible personnel (U.S. employees and dependents) of U.S. agencies participating in the Medical Health Program by formal agreement (see 3 FAM 1900).

4 FAM 445.2 Delegations of Authority

(TL:FIN-358; 07-31-02)

a. Upon the recommendation of the regional medical officer or M/MED, and approval by M/MED (assigning of the obligation number), the post principal or administrative officers of the Department, or their formal designees, may authorize to approve payment for all U.S. employees and their eligible dependents covered by the Medical Health Program. Such authority is subject to established regulations, special provisions, or limitations as prescribed by participating U.S. agencies. Special provisions or limitations will be directed to the post by the participating U.S. agency.

b. Certifying authority (see 4 FAM 432) for medical expense vouchers chargeable to funds of participating agencies at all posts has been delegated to authorized certifying officers of the Department of State where the certifying function is normally performed for the U.S. agency under an administrative support agreement.

4 FAM 445.3 Authorized Medical Services

(TL:FIN-352; 5-30-95)

Authorized medical services including immunizations, examinations, hospitalization, family advocacy counseling and related treatment, medical travel, and travel of medical attendants, are explained in 3 FAM 1900 .

4 FAM 445.4 Funds Chargeable

(TL:FIN-352; 5-30-95)

Appropriate management controls must be in place to insure correct charging of medical expenses, the processing of medical billings, employee claims, and the vouchering and paying of medical vouchers.

4 FAM 445.5 Recovering Medical Insurance Benefits

(TL:FIN-352; 5-30-95)

a. The authority to recover medical insurance benefits payable to U.S. employees and dependents hospitalized under the Department of State Medical Health Program, less any authorized out-of-pocket medical expenses, is defined in 3 FAM 1900.

b. Employees having private health insurance or FEHBA (Federal Employees Health Benefits Act) coverage are required to file claims in accordance with insurance carrier rules to recover expenses incurred as a result of illness or injury for which the U.S. Government has paid the medical care. Failure of an employee to recover insurance payments, unless such failure is for reasons beyond the control of the employee, defeats the employee's right to health service at U.S. Government expense. The employee is held indebted to the U.S. Government for the amount of the payment for which the employee filed a claim in accordance with the rules of the insurance carrier. Record such an indebtedness as an accounts receivable in the M/MED allotment (see 4 FAM 200, *Accounting for Accruals*, and 4 FAM 490, *Debt Collection*).

c. Employees and eligible dependents of the Department of State or participating U.S. agencies who are insured by a company under the Federal

Health Insurance may be entitled to benefits which are recoverable from amounts paid in their behalf from appropriated funds. Medical insurance repayments are processed as refunds to the appropriation and allotment accounts by obligation number from which the medical expenses were paid in each case.

d. When hospitalization or related medical expenses at U.S. Government expense are authorized in facilities abroad, the post determine whether collection from the employee is required and the subsequent disposition of any remittance.

4 FAM 445.6 FSN Employee Emergency Medical Expenses

(TL:FIN-358; 07-31-02)

Work-related emergency medical care of Foreign Service National (FSN) employees of the Department and other U.S. Government agencies serviced by the Department are authorized according to 3 FAM 7700. The funding and payment of such expenses for State FSN employees is from appropriated funds, allotment 2034 and for AID FSN personnel, the appropriated funds allotment used to pay the employee's salary. All medical expenses of FSN employees of other U.S. agencies are paid in accordance with the post's medical health policy approved by all U.S. agencies at post. Reimbursement for FSN employee work-related emergency medical expenses is obtained by the Department from the Department of Labor, Bureau of Employee's Compensation (BEC).

4 FAM 446 OFFICIAL RESIDENCE EXPENSES

(TL:FIN-358; 07-31-02)

The officers eligible to claim reimbursement for official residence expense (ORE) and the officers with the authority to designate a dwelling as an official residence are identified in 3 FAM 3200, Official Residence Expenses. The allowable expenditures in connection with the operation and maintenance of an official residence are prescribed in the *Standardized Regulations* (Government Civilians, Foreign Areas), chapter STR 452 , and in 6 FAM , *Foreign Buildings Operations*. ORE may be paid directly to the provider of the service or reimbursed to the officer. Principal representatives or those designated as principal representatives must pay *three and one half percent* of their annual salary to help defer any ORE.

4 FAM 447 SUPPLIES AND SERVICES

4 FAM 447.1 Advertising for Supplies and Services

(TL:FIN-352; 5-30-95)

The special requirements and procedures necessary for the procurement of and payment for advertising services are set forth in 41 U.S.C., sections 3702 and 3703 and in 5 U.S.C. 302 (b). Advertisements, notices, proposals for contracts, and all forms of advertising required by law may be paid for at prices not exceeding the commercial rates charged to private individuals with the usual discounts. Lower terms at special rates may be secured when in the public interest. The Secretary of State may additionally delegate to subordinate officials the authority vested by 41 U.S.C. 3702, to authorize the publication of advertisements, notices, or proposals. Delegated authority to authorize advertising may not be redelegated unless otherwise authorized by law. The delegation of authority, as well as all invoices and bills, are to be available to the General Accounting Office for audit.

4 FAM 447.2 Contract Employees

(TL:FIN-352; 5-30-95)

The procedures for the payment of individual contract or personal service contract employees is provided in 4 FAH-3 H-447.2.

4 FAM 447.3 Drinking Water

(TL:FIN-352; 5-30-95)

Unless specifically exempt by some statute, each voucher containing charges for special drinking water must be supported by a certificate that no other water safe to drink is available without charge or at a lower cost, with a brief statement of the facts.

4 FAM 447.4 Newspapers, Magazines, and Other Publications

(TL:FIN-352; 5-30-95)

Subscriptions to newspapers, magazines, and other periodicals for official use of the U.S. Government may be paid in advance. Such advance payments do not have to be limited to a one-year period. Where it is advantageous for the purpose of economy or otherwise to subscribe to a publication for a longer

period, payment may be made from current appropriations otherwise available for such purpose.

4 FAM 447.5 Printing and Binding

(TL:FIN-352; 5-30-95)

a. Certain printing and binding work is exempt from the requirements of 44 U.S.C. 501, which provides that all such work be done by the U.S. Government Printing Office except when urgent or necessary to have such work done elsewhere. Exemptions are contained

(1) In certain current appropriation acts of the Department (when the exemption is included in a current appropriation act, the same exemption would apply and carry over only if contained in future appropriation acts); and

(2) Enabling legislation which establishes various programs of the Department.

b. Only printed invitations for a specific function giving the date and time, for example the fourth of July, can be reimbursed from representational funds. Pay all invitations of a generic nature from S&E printing obligations if such printing is clearly established as official (see section 330 of *Standardized Regulations* (Government Civilians, Foreign Areas)).

4 FAM 447.6 Repairs and Replacements

(TL:FIN-352; 5-30-95)

Repairs and replacements must contain specific approval indicating that the expenses were necessitated by normal wear and tear and not due to negligence.

4 FAM 447.7 Telecommunications

(TL:FIN-352; 5-30-95)

Department appropriations may be used to pay for installations of telephones in residences owned or leased by the U.S. Government in foreign countries for the use of the Foreign Service (31 U.S.C.1348 (A)) and as allowed by chapter 400 of the *Standardized Regulations* (Government Civilians, Foreign Areas) (SR (GC, FA)). Under 31 U.S.C. 1348 (B), the Department's appropriations may also be used to pay charges for long-distance calls if:

(l) The call is required for official business;

(2) The voucher is sworn to and certified by the Secretary of State or designee; and

(3) The call is necessary in the interest of the U.S. Government.

4 FAM 447.8 Utilities

(TL:FIN-352; 5-30-95)

Payments for utilities must be supported by a voucher and a receiving report showing the amounts and type of utility service received.

4 FAM 448 MISCELLANEOUS ITEMS

4 FAM 448.1 Employee Awards

(TL:FIN-352; 5-30-95)

Appropriated funds may be used to pay awards to employees. As a general rule, appropriated funds may not be used to "pay subsistence or to provide free food to U.S. Government employees at their duty stations." However, the Government Employees' Incentive Awards Act authorizes funds when the suitability of providing light refreshments, at a nominal cost, may be provided for award ceremony purposes if such refreshments would materially enhance the effectiveness of the awards ceremony as determined, on a case-by-case basis, by each post or office. The awards committee of the office or post concerned must document and approve such determination. If such refreshments are served, they must be made available as part of the awards ceremony. The nominal cost may be considered a "necessary expense" and may be charged to operating appropriations rather than to the post or office representation account. **NOTE:** purchasing alcoholic beverages with appropriated funds is **not** authorized.

4 FAM 448.2 Membership and Meeting Fees

(TL:FIN-358; 07-31-02)

a. **Membership Fees**—*or dues in a society, club, or association may be paid from official funds when the membership is shown to be essential to the operation of the Department and the dues are tantamount to a charge for a direct and primary benefit to the government, as opposed to a primary benefit to the individual employee. The membership must be institutional and not in the name of an individual employee. Examples include membership overseas to foreign press clubs where media activities essential to Departmental public affairs and public diplomacy operations take place, or "library membership" in an organization which would allow the*

employee to receive publications available to members only, or allow the employee to purchase generally available publications at a reduced rate. Diplomatic and Consular Program funds are to be used for this purpose.

The intent of this authorization is to enable employees to associate with professional groups, to benefit the Department by providing access to information and activities of those groups, and the forum those groups provide for the expression of US interests by the employee/member. U.S. Government payment or reimbursement of memberships in social, sporting, or similar organizations such as golf clubs, country clubs, swimming clubs, hiking/biking clubs, yacht clubs, etc. is not permitted.

*b. **Meetings**—Official funds may be spent for employee attendance at professional meetings if such attendance relates to Departmental functions and is of primary benefit to the government. Associated meal costs may be covered when these are incidental to the business of the meeting; attendance of the employee at the meal is necessary for full participation in the business of the meeting; and the employee is not free to take the meal elsewhere without being absent from essential formal discussions of the meeting. Either operating funds or representational funds may be utilized, depending on the circumstances and purposes of the meeting, as determined by the chief of mission or designated representative.*

4 FAM 448.3 U.S. Citizens Abroad

(TL:FIN-352; 5-30-95)

Payments of expenses for persons charged with crime against the United States, maintenance of U.S. citizens incarcerated abroad, or repatriation loans must be supported by the appropriate vouchers and documentation.

4 FAM 449 UNASSIGNED